

*Cedar Park Cheer Booster Club
1841 S. Lakeline Blvd, Suite 101, Box #138
Cedar Park, TX 78613*

***PAYMENT REIMBURSEMENT
REQUEST FORM***

(Please submit within 30 days of expense)

SUMMARY NOTES:

- **EXPENSES SHOULD BE PRE-APPROVED BY THE PRESIDENT PRIOR TO PURCHASE.**
- **SALES TAX CANNOT BE REIMBURSED BY THE BOOSTER CLUB. PLEASE PROVIDE THE SALES TAX EXEMPTION FORM TO THE VENDOR FOR PURCHASES.**

DATE: _____

**THE FOLLOWING ITEMS HAVE BEEN PURCHASED FOR THE BENEFIT AND/OR USE OF CEDAR PARK
CHEER BOOSTER CLUB**

| <u>Purpose and Description for items purchased</u> | <u>Cost</u> | <i>Treasurer Only</i> |
|--|-------------|-----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

TOTAL _____

****ATTACH ALL RECEIPTS WITH COMPLETED FORM****

PLEASE PAY TO:

(please print with mailing address if necessary)

REQUESTER'S SIGNATURE: _____